

Classification

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REPORTS INVENTORY

PREPARE IN DUPLICATE				DDS/OTR/SUS-14	
1. TITLE OF REPORT (If a fill-in report include Form No.) Statistics on Accomplishments--FY				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	ADMIN. GENERAL	
	LOGISTICS		SECURITY	OTHER (specify)	
	MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 3 (MTF) 4 (AT)	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 1 (C/SUS)	
7. FORMAT (memorandum, form computer print-out, etc) Memo and table	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from C/SUS, 8 Apr 1970, "Info. for Use in DD/S Briefing"	
10. PREPARING COMPONENT (include lowest level contributing information to report) DC/SUS-MT (MT) SUS-AT SUS-AT/CTF			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 2 (MTF, AT)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15 (2)	\$12.80		12		\$153.60		1		\$153.60
14 (2)	11.00		6		66.00		1		66.00